

**Vacancy Announcement #P00-263 ADB**

**VACANCY ANNOUNCEMENT**

**POSITION:** Contract Specialist, GS-1102-12

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of Management  
Acquisition & Property Management Division  
Contracts and Simplified Acquisitions Branch  
Washington, DC

**NOTE:** More than one position may be filled.

**OPENING DATE:** August 1, 2000      **CLOSING DATE:** August 31, 2000

**AREA OF CONSIDERATION:** All Sources and Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Career or Career-Conditional candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. Non-Status applications will be forwarded to DEU for rating, ranking and referral. If only one application is received it will be considered under merit promotion.

**MAJOR DUTIES:** The incumbent is responsible for acquisitions to fulfill Bureau requirements both below and exceeding the statutory Simplified Acquisitions Threshold and/or the Commercial Simplified Acquisition Threshold. Also is responsible for performing a variety of preaward and postaward procurement functions, including solicitation, cost/price analysis, negotiation, award, and contract administration. Services procured are of a professional or technical nature, including scientific studies. Equipment procured includes: Federal Information Technology Resources, highly specialized scientific instruments and laboratory testing devices, and equipment of special design requiring specifications sufficiently unusual to preclude acquisition of off-the-shelf items.

**QUALIFICATION REQUIREMENTS:** All applicants must have had one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show that the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of this announcement.

To be considered basically qualified for this position, candidates must have completed:

A. A 4-year course of study leading to a bachelor's degree with a major in any field.

OR

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**In addition, candidates must have:**

**An additional (2) years of contracting experience.**

OR

Completed (1) year of specialized experience equivalent to the GS-11 grade level

**EXCEPTIONS:** Current Federal employees in the GS-1102 positions will be considered to have met the standard for positions they occupied on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

**SPECIALIZED EXPERIENCE:** Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

**EVALUATION METHODS:** All applicants will be evaluated and given points on relevant experience, formal college level education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

**SUPPLEMENTAL EXPERIENCE STATEMENT**

On a separate sheet of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Experience that demonstrates knowledge of Federal acquisition laws, regulations and procedures.
2. Skill in using innovative acquisition methods and techniques that implement Federal acquisition reform initiatives and streamlining practices (FASA, FARA, ITMRA, FAR Part 15 Rewrite, ADR, E-Commerce, etc.).
3. Experience that demonstrates the ability to work independently planning, coordinating, soliciting, negotiating, awarding, and administering a wide variety of acquisition actions.
4. Skill in oral communications in order to provide quality customer service and support to a diverse

customer base by assessing customers' needs and satisfying customers' expectations.

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5. Ability to effectively communicate in writing to develop a variety of documents and reports.

### **CONDITIONS OF EMPLOYMENT**

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☒ Subject to supervisory/managerial probationary period.
- ☒ Position is at the full performance level.

Other: \_\_\_\_\_

### **GENERAL INFORMATION**

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

### **HOW TO APPLY:**

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, grade and vacancy announcement of the vacancy for which you wish to be considered.
  2. Full name, social security number and mailing address.
  3. Daytime and evening telephone numbers.
  4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
  5. Average hours worked for each position if other than 40 hours per week.
  6. Name, location and date of high school and college attended.
  7. Type of degree, if any, date received, GPA, major/minor field of study.
  8. Relevant training: course titles, dates, number of hours and institutions.
  9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
  10. Clear identification of U.S. citizenship.
- B. Additional information/completed forms should be submitted, if checked:
- ☒ Written response to the Supplemental Experience Statement.
  - ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
  - ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)

\_\_\_ College transcripts of lists of college courses.

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- ☒ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees – SF-50 reflecting competitive status.
- \_\_\_ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- \_\_\_ Current Notice of Results.
- ☒ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- \_\_\_ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
- \_\_\_ Other:

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Employment Branch, Room 4170  
Attention: Ann Blagmon  
650 Massachusetts Avenue, NW  
Washington, DC 20226  
(202) 927-8630  
Telecommunications Device for the Deaf (202) 927-7941

You may also use web-site [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to find out about other job opportunities.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAIP/CTAP).**

Federal employees seeking ICTAP/CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified. ICTAP/CTAP applicants must meet the mid-level range of the crediting plan for all factors.

**THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.**